



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 9/12/1975	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. OAS-7		Date Received SEP 16 1975	Application No. 75-229
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Office of Administrative Services, property control 270 Washington Street, S.W. 801-A Atlanta, Georgia 30334		4. Person to Contact Ed Webb	Date Completed OCT - 8 1975
		5. Working Title Prop. Off. II	6. Tel. No. 3527

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1974-date

9. Exact Series Title

DEPARTMENT STATE PETROLEUM CREDIT CARD REQUEST FILE

10. What is the function of the office in which this record series is created?

The Office of Administrative Services provides centralized administrative services for the Department in the areas of accounting, personnel, and general services which includes budgeting, purchasing, property control, records management, and general office services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the issuance and maintenance of official State Petroleum Credit Cards by the Department of Natural Resources

Included are: Official State Petroleum Credit Card Request (DNR Form 10); and Request for State Credit Card (no form #).

File is arranged: alphabetically by Departmental Unit

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	1	1½		Floor Space Occupied (Square Feet)	less than 1		
Legal-size File Drawers					In Office(s)	In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				15	15		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept (see below)

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Individual credit card is issued for each vehicle. Credit card records not needed once vehicle has been turned in to Surplus Property Division.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER _____, then:

- [X] Hold in the current files area _____ month(s)/ _____ year(s): Other
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify) Hold in current files area until vehicle is turned into D.O.A.S. State Surplus Property Warehouse; then destroy records for that vehicle. *credit card*

NOTE: Credit Card will be destroyed when vehicle is turned into D.O.A.S. State Surplus Property Warehouse.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Deane</i>	9/12/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>Hamilton</i>	9/15/75
	[X] Approved [] Disapproved	<i>William M. Dixon</i>	10-3-75
	State Auditor/Designee	<i>Sen. J. P. ...</i>	10-2-75
	[X] Approved [] Disapproved	<i>R. A. ...</i>	10-7-75
	Secretary of State/Designee		
	[X] Approved [] Disapproved		
	Attorney General/Designee		
	[X] Approved [] Disapproved		

STATE RECORDS
COMMITTEE